

**Subject:** Westchester Town Center 2013 Annual Report  
**From:** Rick Scott <rick.scott@lacity.org>  
**Date:** 11/05/2012 03:00 PM  
**To:** Donald Duckworth <duckworth.donald@gmail.com>

Hi Don,

This is a reminder that the **Westchester Town Center BID's 2013 Annual Report is due on December 1st, 2012.** A formal letter from the City Clerk's office will be sent to you shortly.

Attached to this email is a mock sample of a report which meets all of the legal requirements that are to be included in the annual report and a check list which outlines the basic requirements.

Contact me if you have any questions. Thank you.

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— Attachments: —

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Annual Planning Report - MOCK SAMPLE - (Revised 2012).pdf	54.0 KB
Checklist - PBID Annual Planning Report.pdf	11.3 KB